

**BUREAU OF LAND MANAGEMENT
RECREATION AND VISITOR SERVICES ADVISORY TEAM**

CHARTER

Statement of Purpose

The purpose of the Recreation and Visitor Services Advisory Team (RVSAT) is to provide advice to the Bureau of Land Management's (BLM) Executive Leadership Team regarding recreation and visitor services priorities, policies, programs, and budget direction to facilitate a strategic implementation approach, at all organizational levels, in support of the BLM's primary mission and long-term goals.

Advisory Team Goals

The RVSAT serves solely in an advisory capacity chartered under the Washington Office Assistant Director, Renewable Resources and Planning (WO-200). To fulfill its stated purpose, the RVSAT will pursue the following four primary goals:

- To determine efficient and cost-effective means for improving the BLM's recreation and visitor services programs and provide recommendations to management for strengthening and advancing program capabilities and coordination;
- To identify recreation- and visitor services-related issues affecting the BLM public lands and coordinate development of resolution strategies and national policy recommendations for management consideration;
- To provide periodic review of the BLM's Priorities for Recreation and Visitor Services (Workplan Fiscal Years 2003-2007) and to make recommendations for implementing its specific strategic actions through an annual action plan; and
- To report recreation program accomplishments annually to, and solicit feedback from, management, staff and constituents.

Advisory Team Structure

While the RVSAT is officially chartered by the Washington Office Assistant Director, Renewable Resources and Planning (WO-200), the Team is given wide latitude in how it chooses to advise the Executive Leadership Team, particularly in its selection of workloads and how it structures tasks assigned by the Executive Leadership Team.

The RVSAT may address its workload and assignments as a single Team or it may assign specific roles and responsibilities to: 1) the Team's permanent Standing Committees; 2) Ad-Hoc Committees formed to deal with particular assignments on a temporary, short-term basis; and 3) individuals the Team empowers to work on specific recreation-related

tasks. From time to time, subject-matter experts may be called upon to assist or otherwise support the RVSAT in an advisory role/capacity.

All Committees, both Standing and Ad-Hoc, and individuals as appropriate, will be responsible to the RVSAT for assignment of duties, interpretation of functions established within the scope of this Charter, and for actions to be taken upon the RVSAT's direction.

Advisory Team Permanent Standing Committees

Three permanent Standing Committees are recognized by the RVSAT. Additional Standing Committees may be formed, as the need arises, to address issues and committee-related work keyed to specific aspects of the overall recreation and visitor services program. The three permanent Standing Committees currently functioning include the:

- Recreation Management Information System User Group
- Commercial Recreation Permits and Fees Team
- Bureau Trails and Travel Management Team

Advisory Team Membership

The RVSAT will be comprised of 16 members including: 1) the 12 BLM State Recreation Program Leaders; 2) one individual representing the BLM National Recreation Group (WO-250); 3) one individual representing the BLM's National Landscape Conservation System (WO-170); 4) one individual representing the BLM's Chartered Engineering Advisory Team; and 5) one individual representing the BLM's Executive Leadership Team or Field Committee.

The RVSAT will function with three distinct membership categories including a "Core" group, a "Program Advisor" group, and an "Executive Advisor." The 12 BLM State Recreation Program Leaders will function as the "Core" group within the RVSAT and have voting responsibilities. The three individuals representing WO-250, WO-170, and the Engineering Advisory Team will function as the "Program Advisor" group within the RVSAT and be non-voting members. The individual representing the Executive Leadership Team or Field Committee will function as the "Executive Advisor" and be a non-voting member.

Representatives from other BLM national program offices and field offices will be invited to participate in meetings and conference calls on an as needed basis. Involvement of these individuals will always be in an advisory, non-voting capacity.

Advisory Team Officers

The Officers of the RVSAT will include a Chair, Chair Elect and Secretary. All three of these positions will be filled from within the ranks of the 12 BLM State Recreation

Program Leaders functioning as the "Core" group. Notwithstanding the initial set of Team Officers to be elected at the inaugural August 2003 meeting, the election of Officers will occur at the first regular annual meeting following the beginning of each fiscal year. A general description of each position follows.

- **Chair:** the RVSAT Chair will be nominated by the "Core" group and placed into office by majority vote. The Chair will serve a one-year term of office, beginning October 1, to coincide with the federal fiscal year. In addition to providing overall Team leadership, the Chair will generally be responsible for: 1) leading meetings and serving as primary liaison with the BLM's Washington Office leadership; 2) establishing meeting schedules; 3) developing meeting agendas; 4) ensuring that meeting processes and procedures are followed; 5) making assignments, with Team concurrence, to Standing and Ad-Hoc Committees, and to individuals as appropriate; and 6) delivering Team advice and recommendations, through the "Executive Advisor," to the Executive Leadership Team.
- **Chair Elect:** The RVSAT Chair Elect will be nominated by the "Core" group and placed into office by majority vote. The Chair Elect will serve a one-year term of office, beginning October 1, to coincide with the federal fiscal year. The Chair Elect automatically becomes the Team's next Chair. The Chair Elect will primarily act as the Chair's assistant, and will generally be responsible for: 1) serving in all capacities of the Chair in the Chair's absence; and 2) coordinating the preparation of the Team's annual accomplishment report (to be finalized and ready for distribution by December 31 of each calendar year).
- **Secretary:** the RVSAT Secretary will be nominated by the "Core" group and placed into office by majority vote. The Secretary will serve a one-year term of office, beginning October 1, to coincide with the federal fiscal year. The Secretary will generally be responsible for: 1) maintaining the Team's official records in a permanent file; 2) tracking and reporting committee and individual RVSAT assignments; 3) assisting the Chair in soliciting meeting agenda items, and preparing and distributing final agendas to Team members; 4) summarizing meeting and conference call discussions through the use of minutes, and ensuring that these minutes are distributed to Team members and other individuals as appropriate; and 5) providing other administrative support to the Chair or Chair Elect as necessary - such as those tied to meeting logistics and annual elections.

Advisory Team Meeting Process and Procedures

The RVSAT will have at least two official (regular) meetings per year and will conduct monthly conference calls. In order to maximize efficiency, the Team will have an agenda prior to each meeting or conference call. Assignments, recommendations and action items will be identified and recorded by the Secretary at all meetings. Standing Committees, Ad-Hoc Committees and/or individuals will be empowered by the Team to work on specific recreation- and visitor service-related tasks. Set forth below are details

concerning the RVSAT's annual meetings, participation by an alternate in the absence of a Team member, meeting quorum and decisions, and meeting agendas.

- **Annual Advisory Team Meetings:** The RVSAT's two regular annual meetings will be held at a time and place convenient to the Team membership. The location will be rotated among the various states and Washington, D.C. The specific agenda and location of each annual meeting will consider Team exposure to a variety of BLM corporate, political, and field settings/conditions and their particular recreation- and visitor service-related issues.
- **Participation by an Approved Alternate:** In the event a Team member cannot participate in a scheduled RVSAT meeting or conference call, an alternate will be encouraged to stand in for that individual, at the discretion of the Team member's respective State Director or immediate supervisor, for the duration of the absence. "Core" group alternates will be accorded full voting responsibilities and all other associated Team member privileges during the course of any RVSAT business proceedings.
- **Meeting Quorum and Decision Making:** The RVSAT Chair (or Chair Elect in the Chair's absence) plus 50 percent of the voting membership will constitute a quorum and allow the Team to validly proceed to transact the official business of any scheduled meeting. Decisions will be made by a consensus where possible, or majority of Team members will prevail. The Chair will present recommendations for management's decision.
- **Meeting Agendas:** The RVSAT membership will identify meeting agenda items for consideration by the Team Chair and Chair Elect. A draft meeting agenda will be prepared and distributed from one to two weeks prior to conference calls and team meetings, when possible. A meeting facilitator may be required depending upon the agenda item.

Advisory Team Charter Amendment Process

Opportunities to review and amend the RVSAT Charter will occur at the first regular annual meeting following the beginning of each fiscal year. This Charter should be reevaluated annually by the full RVSAT and amended as necessary through the Washington Office Assistant Director, Renewable Resources and Planning (WO-200). The RVSAT Chair will coordinate this annual evaluation and be responsible for bringing recommended amendments to the attention of WO-200. Whenever Charter amendments are officially approved by the Assistant Director, Renewable Resources and Planning, the Secretary will incorporate the amended language into the Charter's narrative and will provide updated Charter copies to all Team members.

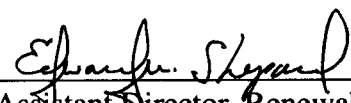
Advisory Team Travel Funding

The National Recreation Group (WO-250) will be responsible for funding travel (transportation and per diem) costs for one RVSAT meeting per year. Travel costs associated with attending a fiscal year's second regular meeting (or any additional Team meetings beyond the two regular meetings per fiscal year) will be funded by individual Team member's states or home offices.

Advisory Team Tenure

The RVSAT's operating timeframe/duration will not have a term length sunset.

Advisory Team Charter Approval



Assistant Director, Renewable Resources and Planning (WO-200)
United States Department of the Interior
Bureau of Land Management

JUL 29 2003

Date